

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
January 20, 2021

The regular meeting of the Board of Directors of the Cambria Library Association was held via conference call on Wednesday, January 20, 2021. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Alan Metzler, Bill Lantzy, Marlin Plymette, Cara Ferrante, Aletha Haselrig-Jones, John Skelley, Leanna Bird, Don Layo, Christine Cosgrove

Others: Ashley Flynn, Stephanie Young

Consent Agenda Reports:

The County Coordinator's report was presented as part of the consent agenda.

A motion to approve the consent agenda, including the minutes of November 10, 2020, was made by Marlin Plymette and seconded by John Skelley with all in favor.

Treasurer's Report:

The Treasurer's Report was presented by Cara Ferrante. There were no unusual revenues or disbursements in December. The perpetual trust is doing well and is recovering from the losses that occurred in the second quarter last year. Bill Lantzy asked if the redistributions for the Community Foundation for the Alleghenies investments were complete, and Cara said that had been done as scheduled.

Cara also provided a review of the 2019 audit. She said it was an unmodified opinion, which is the best opinion you can get. The report to the board that accompanied the audit noted that the yearend adjustments were made by the auditors, but were recommended to be made by the library. Cara explained that it is not unusual for the auditors to complete these adjustments based on the size of our organization. The second matter included in the report was that the functional allocation of expense should be done by the library rather than the auditors. Cara said that she would work with Stephanie to complete that in-house for next year. No questions were presented on the audit.

Alan asked for an update on the Paycheck Protection Program loan. Ashley reported that the loan has been forgiven in full and the second round is now available, but that different qualifications are in place. Stephanie is keeping in touch with AmeriServ to see if the second round is a viable fit for the library.

The treasurer's report was filed for audit.

Director's Report:

Financial Summaries of Cambria County Libraries – Ashley reported that the audit reports have been read and a summary of those reports was prepared by the County Coordinator. There were a few common issues that appeared for multiple libraries. One such issue was inadequate separation of duties, which occurs because many of the smaller libraries doesn't have adequate staff to allow of appropriate separation. Inadequate value for insurance was another common issue. Additionally, there was a lack of tracking the actual expenditures against the budget. Alan asked how this information is presented to the other libraries and Ashley explained that it goes to the library director, who is then responsible for distributing to the board. The board felt that it would be a good practice for Ashley as system administrator to send the audit report to each board president and copy the library director on the email to demonstrate the system board's commitment to fiduciary responsibility. This would also present an opportunity to offer training on common areas for improvement.

Director's Self Evaluation for 2020– The director's self-evaluation for 2020 and her list of priorities for 2021 were included with the board materials. She noted that she was happy with the new website and branding, as those projects had been on her wish list for many years. Both projects were more challenging than she had anticipated. Ashley added that staff performance evaluations have all been completed and are on track to be completed annually on each employee's hire date moving forward. Covid-19 has presented many hurdles, and various HR challenges occurred throughout the year. 2021 goals included development of new mission and vision statements, transition to PTO, and better communication with local municipalities.

Library Services – The library reopened to the public yesterday, January 19, with limited hours. By 1 pm, there had been 120 persons through the doors. During the closure, the staff focused on collection management.

IMLS Cares Allocation Plan – District libraries are receiving approximately \$1,100 in Cambria and Somerset counties, and approximately \$600 in Indiana County, through this funding allocation. Ashley explained that Becky's departure from the district consultant position and Ashley's maternity leave had resulted in being behind schedule on submission of the allocation plans to the state. She said she hopes to have the submission of the plans completed by the end of the week, but noted that allocation window ends in fall of 2021, so there is still plenty of time to receive the funds.

Plans for Use of State Aid Part 2 – Libraries have already submitted their plans for the use of the 5/12 of state aid that had previously been approved. The plans for the use of the balance (7/12) are due Saturday. Ashley said they are still waiting on the plans from the Blairsville Public Library.

County Coordination Aid Part 2 – Ashley explained that she had submitted the plan for the balance (7/12) of the county coordination aid in a process that mirrored the plans for use of state aid.

Night Music – Ashley explained that we are not likely to be able to offer the same type of event this year, so the planning committee is working on a Night Music 2 Go event. This would feature a boxed meal and entertainment would be offered through the free music database Freegal. Adult beverages would be included. There was some discussion about the possibility of delaying the event, as well as board encouragement to make sure all adult beverage distributions were fully vetted. It was decided to move forward with the Night Music 2 Go event in April.

Staffing – Ashley said a new maintenance person and a new circulation clerk have started work. The District Consultant position is currently being advertised.

OLD BUSINESS

Patron Reconsideration

A former patron who had been trespassed from the library submitted another request for reconsideration. The board discussed the request.

A motion to uphold the previous decision to bar this patron was made by Christine Cosgrove and seconded by John Skelley with all in favor.

E-Votes

The board ratified the following votes taken via email:

1. Budget Approval on 11/18/20 (John Skelley motioned and Cara Ferrante seconded, with Marlin, Aletha, Leanna, and Bill in favor)
2. Close to Public Access on 11/24/20, 12/8/20, 12/21/20, 1/5/21, 1/12/21

NEW BUSINESS

Juneteenth

Ashley noted that this new holiday is now recognized by the State of Pennsylvania. She asked the board if they wanted to consider observing this as a closed holiday for the library, as well as a paid holiday for full time staff. There was discussion of the merits of observing the holiday.

A motion to observe Juneteenth as a paid holiday was made by Marlin Plymette and seconded by Leanna Bird with all in favor.

Committees

The fundraising, human resources, and building committees will need to get back to work soon. The sewage work will be a topic for the building committee. Leanna Bird said that CFA grant opportunities will be on the horizon and that work will need to begin on the Keystone Grant. Ashley added that the fund drive did very well this year and the library has brought in over \$16,000 so far.

A motion to move into executive session at 4:55 pm for personnel matters was made by John Skelley and seconded by Bill Lantzy with all in favor.

On motion by John Skelley and second by Christine Cosgrove, the executive session ended at 5:07 pm.

A motion to give a 5% salary increase to director Ashley Flynn for 2021 was made by Marlin Plymette and seconded by John Skelley, which passed.

A motion to adjourn the meeting was made at 5:10 pm by Bill Lantzy and seconded by John Skelley with all in favor.

The next meeting was scheduled for February 17, 2021 at 4 p.m.